



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.  
C613A1

PAGE NO.  
1 of 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

SHERIFF'S DEPARTMENT

PRE-TRIAL RELEASE SERVICES

AGENCY

DIVISION

ITEM  
NO.

DESCRIPTION

RETENTION

This is an amendment adding #19 to Schedule C613

PRETRIAL RELEASE SERVICES

19. PRE-TRIAL SERVICES CASE FILES

These letter size files are arranged alphabetically by name. They contain all related information on each defendant contacted by this agency, including all interviews, bail requirements, release order, supervision summary, tracking sheets, correspondence, relapse and any other action taken by the agency for each defendant. Files are closed after a disposition is obtained from the court. If client is incarcerated, file becomes part of item #12, Classification and Counseling Records. If he is released by the court, file is closed.

Retain for one (1) year after closed, then destroy.

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

6/20/91  
DATE

*Gerald A. Turb*  
SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

7/1/91  
DATE

*James E. K...*  
SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

6/20/91  
DATE

*James M. Dean*  
SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

8/12/91  
DATE

*Edward J. ...*  
SIGNATURE

INSTRUCTIONS - TYPE OR PRINT A  
SEPARATE FORM FOR EACH NEW OR  
REVISED RECORD SERIES. FORWARD  
WITH RECORDS RETENTION SCHEDULE.

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. Box 275  
Jessup, Maryland 20794

AGENCY RECORDS INVENTORY

Page 1 of 1

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Sheriif's Office

Jail Division

Pre-Trial Services

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR  
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES.

4. RECORD SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

Pre-Trial Services Case File

1987 TO PRESENT

6. RECORD SERIES DISCRIPTION - (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND  
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

The Pre-Trial Services Case Files contain all the necessary court related forms to document all actions, contact with and progress of defendants while fulfilling court ordered bail requirements shen released to Pre-Trial Services. Files may contain but are not limited to the following: Interview folder or sheets, release order, Supervision summary, tracking cover sheet, interview verification sheet, correspondence and relapse of information form.

7. RECORDS SERIES FORMST(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER(SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER SPECIFY

9. VOLUME - ANNUAL Accu.

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

4 ☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER SPECIFY

10. VOLUME - Total

☒ FILE DRAWER(S)

☐ MICROFILM REELS(S)

20 ☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE US USED

☒ DAILY

☐ WEEKLY

☐ MONTHLY

12. FILES BECOME INACTIVE AFTER

☐ MONTH(S) ☐ YEAR(S)

NUMBER

Case is closed depends on  
court action.

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

(If yes, specify agency or office)

404 Kenilworth Drive

Towson, M.D. 21204

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES

☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe and hardware/software)

☐ YES

☒ NO

18. RECOMMENDED RETENTION

1 Y.F. after closed

1991 8 1 101

19. NAME AND TITLE OF PREPARER

Michael T. Buttner

Pre-Trial Services Supervisor

20. TELEPHONE NUMBER

337-6700 Ext. 70

21. DATE

May 8, 1991

NOTE: PEN + INK ENTRIES ADDED PER BALT. COUNTY RECS MGMT OFC 10 JUL 91. PER